Logging On and Off TEAMS

To LOG ON to TEAMS:

Step	Action

1.	Double-click the 'BlueZone' icon.
	
	 The Entry Validation (Logon) screen is displayed:
	
	 <pre>Date: 10/25/11 State of Montana System: AOS2
	Time: 13:36:33 Entry Validation Device: TCP09999
	Userid....... NEWS
	Password..... For news, tips, tools, and
	Change Password ? N (Y or N) information related to the
	Additional Information: State of MT mainframe, see
	Group..... http://mainframe.mt.gov
	Acct......
	Proc......
	This computer system is the property of the State of Montana and is subject to
	the use policies located at: http://itsd.mt.gov/policy/itpolicy.asp
	This computer system contains sensitive U.S. and State government information
	and is limited to authorized personnel only. Any uses of this system may be
	inspected by authorized personnel. By using this system, the user consents to
	such inspection at the discretion of authorized personnel.
	unauthorized access is a violation of state law 45-6-311, MCA, and prohibited
	by Public Law 99-474, Title 18, United States Code, Public Law 99-474 and
	Chapter XXI, Section 1030. Unauthorized use of this system may result in
	disciplinary action, civil and criminal penalties. Federal punishment may
	include fines and imprisonment for not more than 10 years, or both.
	by using this system you indicate your consent to these terms and conditions
	of use. Log off immediately if you do not agree to these conditions.
	ENTER USERID
	Enter F1=Help F3=Exit</pre>

2.	Type in your assigned system ID (C number) in the USERID field.
3.	Press TAB once. Type the password you have been assigned or have established for yourself. Your password will not be displayed on the screen for security reasons.
4.	If required, tab to the Account Number field, and enter your account number. Press Enter.
5.	If logon is successful, a message will display instructing you to press Enter to continue.
6.	On the CL/Supersession menu, use the Tab or Arrow keys to place your cursor on the "CICS – Production CICS" line. Press Enter when your cursor is on that line. <pre> Description Session ID Type Status ----------------------------- ---------- -------- ------------ DB11 TEAMS 16.0 TEST IDMSD011 Multi CICS PRODUCTION CICS SYSA CICSPROD Multi REPORT DISTRIBUTION ON SYSA RDS Multi</pre>

7.	Choose TEAMS from the State of Montana Menu by typing the number of that option in the COMMAND line. The TEAMS Logo screen will display.

```
*MENU(MENU098)                    STATE OF MONTANA

                 Selection     Please Select an Option
                 ---------  ----------------------------------
                      1     TEAMS                       SRTM
                      2     TEAMS ACCESS TO SEARCHS     SRTA
                      3     FINALIST - ADDRESS CERTIFICATION
                      4     REPORT DISTRIBUTION SYSTEM
                      5     CUSTOMIZE THIS MENU
                      6     SYSTEM UTILITIES
                      7     DISPLAY/UPDATE ACCOUNT NUMBER
                      8     EXIT THIS MENU - RETURN TO CL/SS
```

On the logo screen, be sure to read the Message of the Day. It provides important information about system availability and other issues.

```
MESSAGE OF THE DAY:
TIMELY NOTICE CANNOT BE GIVEN FOR NOVEMBER BENEFITS.
  *  *  THE LAST DAY FOR ADEQUATE NOTICE IS 10-27-11.
-->  TEAMS WILL GO DOWN AT 5:30 ON WEDNESDAY, OCTOBER 26 FOR ISSUANCE.


                    PRESS ENTER TO CONTINUE
```

8.	When the screen with the "TEAMS" logo appears, press Enter. The System Selection (SYSE) Menu will display, which is the first TEAMS screen.

To LOG OFF of TEAMS:

- NOTE: It is important to follow these instructions completely to ensure that your mainframe session does not remain active even after you have closed the window.

- Leaving that session active could cause your county to incur additional costs even though you are no longer using TEAMS.

- Whenever you are signed on but are not using the system, you could be preventing another user from accessing it, because only a limited number of sessions are available. At times, people have been unable to sign on to TEAMS due to people leaving sessions hanging.

Step	Action
1.	Press the PAUSE key (near the number pad).
2.	If you see the NORE screen, type 'QUIT' in the Nexting field if you don't want to prepare notices now.

3.	If you see a blank screen, press F3, and continue pressing F3 at each menu (CL/Supersession Main Menu, Exit Menu) to continue "backing out" of the system.

4.	When you see the 'Exit Menu,' make sure your cursor is next to Option 1, Exit. Then press Enter. (You may type an X next to Exit, if desired, but this is not necessary.)
	
	``
	KLSEXIT1 Exit Menu
	
	Type a selection number or position the
	cursor on a line and press ENTER.
	
	  1. Exit (X)
	  2. Resume (R)
	
	Command ===>
	``

5.	You should now be at the Entry Validation (logon) screen, <u>but you're not done yet</u>! **Click on the "File" pull-down menu, and select "Exit."**

To Change Your Mainframe Password:

- Note: You will be prompted to change your mainframe password every 60 days.

Step	Action
1.	Type your User ID and the 'old' password on the Entry Validation (Logon) screen.
2.	Tab to the 'CHANGE PASSWORD?' Field, and type Y. Press Enter. A box will be displayed that enables a new password to be specified. ``` KLGNPWD1 Change Password Type in your new password twice, and press ENTER. Enter new password....... Verify new password...... ACF01137 C89999 LAST SYSTEM ACCESS 14.26-09/08/08 FROM TERM1898 ```
3.	Type your new password on the first line, but before pressing Enter, tab to the next line and type it again to verify it. Then press Enter. You should see the message: ``` Host: AOS2 Date: 09/08/08 Device: TCP01609 Userid: C89999 Time: 13:59:40 ACF01129 PASSWORD SUCCESSFULLY ALTERED -- Press ENTER to continue ``` Press Enter to continue.